



Meopham Community Academy

'The Windmill' Newsletter

www.meophamca.com

Term 1 , Issue 1
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Enjoy, Learn, Aspire

Welcome to the New School Year

Well, it only seems like yesterday when we welcomed back the children to the start of the new school year, but we are already coming to the end of Term 1! The saying goes, **'time flies, when you're having fun'** and that certainly must be the case for the school year so far, which has got off to a flying start with so many exciting learning opportunities already having taken place across the school.

I would like to offer a warm welcome to the new families we have starting with us this year, as we have welcomed new children into Years 1, 3, 5 and 6. **I'm sure you will all join me in making these new families feel welcome too.**



A very exciting welcome also took place on Monday 11th September, when our newest additions to Meopham Community Academy, our Reception children in Starfish and Turtles classes started with us. We would like to extend a huge thank you to all of the adults and children involved with helping to make their start at our school such a positive and successful one.

This year we also welcome Miss Conway, Mrs Hyland and Miss Horton as new members of staff to our teaching team, wishing them all the very best on their Meopham journey. I know that the children in Starfish, Toucans and Giraffes classes have already made their new teachers feel welcome.

I, and all the staff at school, look forward to working with you over the year ahead and would like to wish all members of our community the very best over the coming months.

Miss Nicholson

The Pathway Academy Trust

We are delighted to be able to inform you that our school is now officially part of The Pathway Academy Trust, a local Multi-Academy Trust (MAT). The Pathway Academy Trust was formed in October 2015 and consists of Culverstone Green Primary School, Riverview Infant School, Riverview Junior School and Wrotham Road Primary School. You will already have seen that our joining has not brought about any significant changes to the day to day running of our school. We are looking forward to working closely together as a group, sharing good practice in order to achieve outstanding outcomes for our pupils.

Meet the Teacher Year Group Presentations

I am really pleased to note that these presentations proved well attended and **informative for you all.** If you were unable to attend the session for your child's year group, all of the information (via a PowerPoint presentation) has been uploaded to the school website.

Contact Information

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Meopham Community Academy

School Timings

The gate opens at 8:35am, any children arriving before that time should be accompanied by an adult. The gate closes promptly at 8:50am, and any children arriving after 8:50am need to be taken to the office and signed in. It is imperative that we have an accurate record of who is on site at all times. The end of the day for Years R-2 is 3:15pm. Children in Reception are collected from the classroom; Year 1 exit from the top gate and Year 2 from the hall door. The end of the day for Years 3-6 is 3:25pm. Years 4, 5 and 6 exit from the top gate and Year 3 exit from the hall doors. Please ensure your child is collected from school promptly. If you are unable to collect your child on time, please make alternative arrangements. If your child is being collected by a different adult, please ensure you have informed the class teacher via the contact book or letter. Please try and avoid sending a message via the office.

School Uniform











We would like to remind parents that socks worn to school should be either grey or white and not black. Children in Years R, 1 and 2 should be using school book bags to carry their belongings in and children in Years 3, 4, 5 and 6 should be using school rucksacks. Girls who choose to tie their hair back or wear hair accessories may wear bows and headbands in the school colours of white and blue. Please remember that large hair accessories must not be worn to school. Finally, please ensure that all items of clothing are clearly named as this makes reuniting lost items with their rightful owner, much easier.



End of Day Collection Procedures

We would like to remind parents that our end of day procedures for dismissing children to a known adult require the class teacher to have sight of the adult or person collecting. This may mean that your child is asked to wait until this visual recognition can take place. This is a safeguarding measure in place to ensure all children are safely dismissed at the end of each day.

Class Names

	Reception	
	Turtles – Mrs Heasman	
	Starfish – Miss Conway	
	Year 1	
	Hedgehogs – Mrs Rickards	
	Pandas – Miss Pearce	
	Year 2	
	Toucans – Mrs Hyland	
	Parrots – Miss Bloor	
	Year 3	
	Giraffes – Miss Horton	
	Koalas – Miss Simiou	
	Year 4	
	Flamingos – Ms Waterson and Mrs Spittles	
	Owls – Mrs Clarke and Mrs Connor	
	Year 5	
	Oryx – Mr Filewod	
	Elephants – Miss Amor	
	Year 6	
	Jaguars – Miss Dean	
	Wolves – Mr Stevenson	

Also, if your child is being collected by another adult, please **inform your child’s class teacher via the contact book or letter.** If you have several adults that collect your child on a regular basis, please put a note in the back of the contact book listing these adults. If your arrangements change during the day please inform the office by 12:00 noon where possible. Going home messages may not be passed to the class teacher in time if you call after 3:00pm. If you are held up unexpectedly at home time and are running late we will, of course, ensure your child is kept safe in school. However, late collections should not become regular. If you are unable to collect your child on time, please make alternative arrangements.

If your child is booked into Premier Sports’ After School Club, can you please ensure you write a note, for the class teacher, in **your child’s contact book.** Please note, the office staff are unable to make any bookings with Premier Sports, including at the end of the school day. Also, Premier Sport are unable to accept any children that are not confirmed as pre-booked.

Yellow Lines

The yellow lines on the parent waiting areas outside the main hall and the gates on playground waiting area are there to remind parents to wait behind the lines. In the mornings this is to ensure that the children have plenty of space to enter the school and at the end of the day, this helps the teachers to more easily see the adults waiting to collect children. Thank you for assisting us in ensuring you wait behind these lines.





Parking

We continue to receive complaints from residents of Huntingdon Road, Evenden Road and School Close regarding parking issues during the school drop off and pick up times. Can we please ask you to be considerate when parking on residential roads. We really do not want any accidents involving our children, parents or any members of the community. Thank you for your co-operation.

School Car Park

The school car park is closed at all times to parents, unless you are a Blue Badge holder or have prior permission.

Leave of Absence

Should you require to take your child out of school for any reason other than a medical appointment we would ask that you complete a Leave of Absence Form detailing the reason for the request. In order for the request to be considered please include as much information as possible. Please be aware the Headteacher is not allowed to authorise absence for the purpose of a holiday. Forms can be downloaded from the school

Forgotten Items

We have a vast range of forgotten items, such as reading records, water bottles, homework and PE kit to name a few, that are regularly dropped off to the school office by parents, with the request that they are passed on to their child. We would very kindly request that any forgotten items, are left at home as it is very time consuming to try to ensure that all items brought to school late are reunited with their owner. Within school, children can often manage for one day without the item that they have forgotten; children would be able to access water fountains if they forget their drink bottle, use a spare PE kit and even have a hot dinner if they forget their lunch box. Within school, we also try to encourage all children to develop the skills of independence and being responsible for the items that they need in school each day is a great way to do this. You may well find that by not helping out in dropping off forgotten items to the school office, they only forget them once! From Term 2, we request that the only forgotten items that are dropped off at the school office are lunch boxes where absolutely necessary. Thank you for your support with this; we know that it will have a positive impact on the office staff.

Letters

Sometimes we issue letters that require a reply slip or acknowledgement to be returned to school. We would kindly request that these replies are given to the children to pass to their class teachers rather than being handed in by parents to staff within the school office. All classes have plastic wallets and each morning during registration any correspondence **can be placed inside these, where it will then find it's way to the school office.** By adopting this method, we are encouraging children to develop the skills of independence and responsibility, by ensuring that they pass on any communications to their class teacher themselves, rather than parents doing it for them. We would like to thank you in advance for supporting your child in developing such important skills.

Absence

If your child is absent from school, please telephone and leave a message on the absence extension before 9:15am on the first day of absence. When leaving messages on the school answer phone to advise of an absence, please state the type of illness your child is suffering from.



Sickness

If your child is absent with sickness and/or diarrhoea, please keep them at home for 48 hours after the last episode of sickness or diarrhoea.

Late book

Please remember that all children coming through the office late in the mornings need to be signed in. If they are not signed in and arrived late, it means that unnecessary calls may be made to parents/guardians.

Medication

Under no circumstance should your child carry medication, unless it has been agreed as part of a Care Plan. This includes calpol, cough sweets and creams etc. If a child requires over the counter medication this must be administered by the parent. We are able to administer one dose of medicine if your child is on a 4 dose a day prescribed medicine from the doctor. This needs to be in the original container with the dosage instructions clearly marked. The school cannot administer 3 times a day medicines.



Dogs

Dogs should not be brought onto the school grounds, even if they are in arms or a bag. The only exception to this is medical aid dogs.





Lateness

The first week of this school year started fantastically, with just 1 late recorded all week – well done everyone. Last week, the number of children arriving late for morning registration was 35! Please try to arrive at school promptly and certainly by 8:50am in order to ensure your child arrives in plenty of time for morning registration. The gates are open from 8:35am until 8:50am; the earlier your child arrives, the better the transition to class is for them. All classes have early morning tasks and activities set up and arriving in enough time ensures that your child can settle well **into their class, preparing themselves for the day's learning in a calm and unrushed manner. Arriving on time will also help your child's class, work towards potentially achieving 'Punctuality Pup'. Additionally,** when there are fewer than 10 lates recorded for the whole school within one week, all children are rewarded with a longer morning playtime on the following Monday, which they really enjoy. With your **support as parents, I'm sure that this can be regularly achieved.**

School Closure

In the event of a school closure due to severe weather or exceptional circumstances such as prolonged loss of electricity, parents will receive a text message from Parentmail, a notice will be put on the school website and an announcement will be made on the Echo Telephone information line 0844 4819235. We will keep you updated via Parentmail and announcements will be made on the following Radio Stations: Radio Kent and Heart FM. Every effort is made to keep the school open. In addition to the above, we have also signed up to the Kent Closures Website (www.kentclosures.co.uk) where a notice will be displayed advising if the school is open or closed.

Birthday Sweets

We would like to remind parents that we have a no Birthday Sweets policy within school and would ask that this is also kindly respected by parents and children not sharing such treats at the gates leading out from the school grounds.

Contacting Teachers

If you need to make contact with your child's class teacher, please write a message in the contact book. Teachers are busy at the beginning of the day preparing for lessons and it is difficult for them to see parents. Teachers are not available during the school day to contact parents. Any urgent messages can be left with the office.

Water Bottles

It is important that children stay hydrated throughout the day and to ensure this we strongly encourage all children to bring in a filled water bottle with them each day. We would like to remind you that these bottles should be plastic and kindly request that metal bottles are not brought in. It is also very helpful if bottles used have a sports cap type spout, rather than lids that need to be totally removed in order for children to have a drink. This is to limit accidental spillages that can sometimes occur with these types of bottle tops.

Coats

As the weather is starting to turn colder please ensure your child has a coat in school.



Lost Property

Already this term we have accumulated a large amount **of lost property. To ensure the return of your child's** clothing please ensure all items are named. If you would like to check lost property you can do so after school.

Data Collection Sheet

Last week, every child in our school was sent home with a Data Collection Form for parents to check and sign. These forms are an essential part in the efficient running of our school; therefore, please can you check the information on the form/s is correct and ensure that they **are returned to your child's/children's class teacher as soon as possible.** If any information contained on them is incorrect, please contact the school office as soon as possible.

Grass Banks

We would like to remind Reception parents that children should not be walking on the grass banks outside the Year 1 classroom.

Health Care and Medical Plans

If your child has a Health Care and Medical Plan, these have been sent home for parents to review. Please could these be returned to school as soon as possible.

Parent Helpers

Thank you to all parents who have already offered to help within school; your help is very much appreciated. If you would like to volunteer please put a note in your child's contact book stating the day and time you are available and your child's class teacher will get back to you.

Also, we are looking for a volunteer to help put information on to the Accelerated Reader Book System. If you are able to help, please contact the School Office.



Gravesham Football Tournaments

Both the girls' and boys' football teams have competed in the Gravesham Early Season 7's Tournaments this term.

The girls' team played on 4th October scoring a total of 13 goals in the group stages and winning every one of their four matches. They finished top of the group and progressed to the final where they came up against a well organised St Joseph's side. This did not deter the girls and they came out 1-0 victors, lifting the tournament trophy. They will now go on to represent Gravesham in a Kent Schools' tournament on 10th November. We are very proud of the girls' achievement and, more importantly, the way they played as a team. We wish them well.

The boys played their tournament on 29th September. They drew all their group games; played very good football, flowing and mesmerising to watch but unfortunately, did not make it into the latter stages of the tournament. However, the signs for the rest of the season are very positive.

Baby News

Congratulations to Mrs Recardo who welcomed Logan into the world in August and to Miss Morgan on the safe arrival of Rupert at the beginning of September.

Farewell to Mrs McCann

We will be saying goodbye to Mrs McCann in Term 2. After 15 years of service to the school, Mrs McCann is looking forward to being able to spend more time with her family and first grandchild, which is on the way. Mrs McCann's last day with the children will be Friday 7th November; I'm sure you will want to join us in wishing her well for the future and thanking her for her support to a great many children in her role as a mentor within school.

Harvest Festival

Thank you very much to everyone who donated something for our Harvest Assembly, in September. During the assembly, we had a special visitor from Ellenor who explained where the donations would go and who would receive them. Our visitor was really thankful for your generosity and was impressed with the children's enthusiasm and behaviour.



Prospective Parent Presentations and Tours

If your child is due to start school in September 2019 and you would like to come and find out more about our school, we are pleased to advise that we will be providing a series of presentations and tours. The aim of the presentation is to provide parents with information about the Primary School Admissions process and most importantly, why Meopham Community Academy is a great school to attend.

Each presentation is led by Miss Nicholson, our Headteacher along with Mrs Heasman, our Early Years Leader. Following the presentation you will have the opportunity for a comprehensive tour of the school, with a group of our Year 6 pupils.

Presentations and Tours will be taking place on:

Tuesday 30th October 2018 at 1:45pm

Tuesday 13th November 2018 at 9:30am

Monday 3rd December 2018 at 9:30am

Monday 7th January 2019 at 9:30am

Please allow up to 90 minutes in total for your visit.

If you would like to attend one of the available sessions please contact the school office on 01474 812259 or email office@meophamca.com, in order to secure a place.

Please note that numbers are limited and will be allocated on a first come basis, and both the presentations and tours are for adults only.

If you currently have a child in Years R-5 and will be making a sibling application please could you inform the office.



Dates for your Diary

Term 1

Monday	15 th October	Prospective Parents Presentation and Tour	9:30am
Tuesday	16 th October	Year R English and Maths Workshop	6.30pm
Thursday	18 th October	Year 5 Trip to Chatham Historic Dockyard	
Friday	19 th October	PTA Event – Family Disco	6:30pm – 9:00pm
Friday	19 th October	Last Day of Term 1	

Term 2

Monday	29 th October	First Day of Term 2	
Tuesday	30 th October	Year 4 Visiting St John's Church, Meopham	Morning
Tuesday	30 th October	Prospective Parents Presentation and Tour	1:45pm
Wednesday	31 st October	Second Hand Book Sale	8:15am/3:00pm
Thursday	1 st November	Year 3 Visiting St. John's Church, Meopham	Afternoon
Thursday	1 st November	Parent Consultations	4:00pm – 8:00pm
Friday	2 nd November	Koalas Class Assembly	
Friday	2 nd November	Year 5 and 6 Halloween Disco – Monster Mash	6:30pm – 8:00pm
Monday	5 th November	Year 5 Visiting St. John's Church, Meopham	Afternoon
Tuesday	6 th November	Diwali Celebrations	
Tuesday	6 th November	Parent Consultations	4:00pm – 6:00pm
Wednesday	7 th November	Year 6 Visiting St. John's Church, Meopham	Afternoon
Thursday	8 th November	Year 4 Open Afternoon	2:30pm
Friday	9 th November	Remembrance Assembly	
Mon – Fri	12 th – 16 th November	Anti Bullying Week	
Tuesday	13 th November	Prospective Parents Presentation and Tour	9:30am
Friday	16 th November	Individual Pupil Photographs	
Friday	23 rd November	Oryx Class Assembly	9:15am
Monday	3 rd December	Prospective Parents Presentation and Tour	9:30am
Friday	7 th December	PTA Christmas Craft Day	
Monday	10 th December	Year R, Year 1 & Year 2 Christmas Production to School	9:30am
Monday	10 th December	Year 3 & Year 4 Christmas Production to School	1:45pm
Tuesday	11 th December	Year 6 Open Afternoon	2:30pm
Wednesday	12 th December	Year 3 & Year 4 Christmas Production to Parents	9:30am
Wednesday	12 th December	Year R, Year 1 & Year 2 Christmas Production to Parents	1:45pm
Thursday	13 th December	Year R, Year 1 & Year 2 Christmas Production to Parents	9:30am
Thursday	13 th December	Year 3 & Year 4 Christmas Production to Parents	1:45pm
Friday	14 th December	Save the Children's Christmas Jumper Day	
Friday	14 th December	Thank You Assembly for Helpers and Volunteers	9:15am
Friday	14 th December	Christmas Dinner	
Friday	14 th December	PTA Christmas Family Fancy Dress Disco	6:30pm-9:00pm
Friday	14 th December	Year 5 and 6 Carol Service at St John the Baptist Church	2:00pm
Monday	17 th December	Salvation Army Gift Service	10:00am
Tuesday	18 th December	Pantomime	9:30am
Wednesday	19 th December	Last Day of Term 2 - School Finishes at 1:30pm	

Term 3

Thursday	3 rd January	First Day of Term 3	
Monday	7 th January	Prospective Parents Presentation and Tour	9:30am
Friday	11 th January	Elephants Class Assembly	9:15am
Friday	18 th January	Year 3 Open Afternoon	2:30pm
Wednesday	30 th January	Year 2 Florence Nightingale Day	



Diary Dates Continued

Term 3 cont

Friday	1 st February	Pandas Class Assembly	9:15am
Monday	4 th February	Young Voices at the O2	
Tuesday	5 th February	Chinese New Year	
Friday	8 th February	Toucans Class Assembly	9:15am
Tuesday	12 th February	Safer Internet Day	
Wednesday	13 th February	Year 2 Open Afternoon	2:15pm
Thursday	14 th February	Year 3 and 4 Disco	6:30pm – 8:00pm
Thursday	14 th February	Last Day of Term 3	

Term 4

Monday	25 th February	First Day of Term 4	
Thursday	28 th February	Year 2 SAT's Information Evening	6:30pm
Mon – Fri	4 th – 8 th March	Book Week	
Monday	4 th March	Year 5 Open Afternoon	2:30pm
Tuesday	5 th March	Year 1 Phonics Screening Workshop	6:30pm
Thursday	7 th March	World Book Day Celebration	
Friday	8 th March	Hedgehogs Class Assembly	9:15am
Tuesday	12 th March	Year 6 SATs Information Meeting	6:30pm
Wednesday	13 th March	Year 2 Puppet Making Afternoon	
Thursday	14 th March	Science Day	
Friday	22 nd March	Giraffes Class Assembly	9:15am
Dates	To Be Confirmed	Parent Consultations	
Monday	25 th March	Year 4 Swattenden Parents' Meeting	6:30pm
Tuesday	26 th March	Year 1 Open Afternoon	2:15pm
Friday	29 th March	Owls Class Assembly	9:15am
Friday	29 th March	PTA Mother's Day Gift Shop	
Friday	5 th April	Last Day of Term 4 - School Finishes at 1:30pm	

Term 5

Tuesday	23 rd April	First Day of Term 5	
Date	To Be Confirmed	Year 5 Horton Kirby visit	
Friday	3 rd May	Parrots Class Assembly	9:15am
Monday	6 th May	May Fayre (Bank Holiday)	
Weds - Fri	8 th – 10 th May	Year 4 Residential Visit to Swattenden	
Mon - Thurs	13 th – 16 th May	Year 6 SATs	
Mon - Thurs	13 th – 17 th May	Book Fair	
Thursday	16 th May	Year 6 Kingswood Parents' Meeting	6:30pm
Mon –Fri	20 th – 24 th May	Walk to School and Road Safety Week	
Wednesday	22 nd May	Year 2 Walking to the Windmill	9:00am
Date	To Be Confirmed	Year 1 Visit to St John The Baptist Church	
Thursday	23 rd May	Year 5 PESE Meeting	6:30pm
Friday	24 th May	Year R Assembly	9:15am
Friday	24 th May	Funky Shoe Day	
Friday	24 th May	Last Day of Term 5	



Diary Dates Continued

Term 6

Tuesday	11 th June	First Day of Term 6	
Friday	14 th June	PTA Father's Day Gift Shop	
Monday	17 th June	Class Photographs	
Mon – Fri	17 th – 21 st June	Maths Enterprise Week	
Thursday	20 th June	New Parents Meeting	9:30am-11:00am
Thursday	20 th June	New Entrants Storytime	2:40pm-3:00pm
Mon-Fri	24 th – 28 th June	Year 6 Residential Visit to Kingswood	
Thursday	27 th June	Year 1 Trip to Kent Life	
Thursday	27 th June	New Entrants Storytime	
Wednesday	3 rd July	Children & Parents Informed of New Class Teacher	
Wednesday	3 rd July	Sports Day	
Date To Be Confirmed		Year 2 Trip to Joss Bay	
Thursday	4 th July	Whole Class Swap – Meet New Teacher	Afternoon
Thursday	4 th July	New Entrants Play Afternoon	1:30pm-3:00pm
Wednesday	10 th July	Sports Day (Reserve Date)	
Thursday	11 th July	New Entrants Play Afternoon	1:30pm-3:00pm
Friday	12 th July	Languages Afternoon	
Tuesday	16 th July	School Reports to Parents	
Wednesday	17 th July	Year R Open Afternoon	2:15pm
Friday	19 th July	Meopham's Got Talent	
Monday	22 nd July	Year 6 Production to Year R and KS1	1:30pm
Monday	22 nd July	Opportunity to Discuss School Reports with Teachers	
Tuesday	23 rd July	Year 6 Production to KS2	1:30pm
Tuesday	23 rd July	Year 6 Production	6:30pm
Wednesday	24 th July	Thank You Assembly for Helpers and Volunteers	9:30am
Wednesday	24 th July	Year 6 Leaver's BBQ	5:30pm-6:30pm
Wednesday	24 th July	Year 5 and 6 Disco	6:30pm-8:00pm
Thursday	25 th July	Year 6 Leaver's Service	9:15am
Thursday	25 th July	Last Day of School Year - School Finishes at 1:30pm	